

**EMSA POLICY FOR FUNDING
REGIONAL EMS AGENCIES
WITH STATE GENERAL FUND**

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FUNDING OF REGIONAL EMS AGENCIES WITH STATE GENERAL FUNDS

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Chapter 1

Purpose and General Funding Policies

1.1 Purpose of Policy Document

This document has been prepared to inform regional EMS agencies receiving State General Funds of the funding criteria and eligibility requirements used to distribute those funds, and to assist the regional agency applicants with the preparation of the application for State General Funds allocated by the Emergency Medical Services Authority (EMS Authority). In addition to providing guidance in the preparation of the application, this document also sets forth the contract management and reporting policies regional EMS agencies are required to follow as a condition for receiving State General Funds.

1.2 EMS System Development Importance

A coordinated statewide EMS system provides day-to-day emergency medical care and forms the basis for any disaster medical response. The appropriate and timely provision of emergency medical care is an overall benefit to society. Without this care, unnecessary morbidity and mortality will occur which, in addition to increased human suffering, results in increased health care costs and loss of public revenue. Although delivering emergency and acute critical care is the most expensive of all medical services, promotion of a coordinated system for this care results in optimal utilization and allocation of health care resources and overall decreased health care expenditures.

The EMS Authority was established in 1980 (Division 2.5 of the Health and Safety Code) with a general mandate to develop a statewide system of coordinated emergency medical services. This EMS system should:

- ? be easily accessible and available to all persons needing emergency care;
- ? include a comprehensive range of services;
- ? provide high quality care;
- ? have an efficient and cost-effective management structure;
- ? provide public education and information;
- ? have adequate personnel training programs;
- ? be responsive to local needs; and
- ? provide for coordination of medical mutual aid at local, regional, state, and federal levels in the event of a disaster.

1.3 Funding of Local EMS Systems

Section 1797.200 of Division 2.5 of the Health and Safety Code permits each county to develop an emergency medical services program. Each county developing an EMS program must designate a local EMS agency which shall be the county health department, an agency established and operated by the county, an entity with which the county contracts for the purposes of EMS administration, or a joint powers agency. In general, funding of local EMS agencies is the responsibility of the county establishing an EMS program.

Because many counties, especially those with large rural areas and smaller populations, have limited financial resources and county borders often do not coincide with natural patient catchment areas and the health care resources needed for optimal EMS systems, the EMS Authority believes that the use of regional EMS systems is an efficient and effective model for much of California. In order to encourage the efficiencies of regionalization, the EMS Authority provides State General Fund monies to established regional EMS agencies that meet specific criteria.

Funding from the State General Fund local assistance program is available only to developed multi-county EMS systems that have completed the PHHS Block Grant development. The funding may only be used to maintain the EMS system and continue essential minimum program activities, and to improve the EMS system. This program is available only when funds are allocated for this purpose in the annual State Budget.

1.4 Benefits of Regionalization

The potential benefits derived from centralizing the administration of common EMS functions at the regional level include:

- ? reducing administrative and program costs;
- ? standardizing system coordination of emergency response and patient flow;
- ? focusing of regional EMS concerns;
- ? providing a more effective impact at the state level; and
- ? matching administrative boundaries with natural systems.

Multi-county systems of care provide a population base large enough that definitive care facilities are contained within the system area and thus, comprehensive patient referral flow patterns are not hindered by county lines. This is particularly important for rural areas. Major benefits are best achieved when there is centralization of administration, medical control, and data evaluation, as well as facilities' assessment and designation of critical care centers.

1.5 Statutory Authority

Statutory authority for funding multi-county EMS agencies is found in Section 1797.108 of the Health and Safety Code. This section states, in part, that " . . . the Authority may provide special funding to multi-county EMS agencies which serve rural areas with extensive tourism, as determined by the Authority, to reduce the burden on the rural EMS agency of providing the increased emergency medical services required due to that tourism."

The following budget language accompanies the state local assistance appropriation:

1.6 The EMS Authority shall use the following guidelines in administering state funded contracts to regional EMS agencies:

- ? Funding eligibility shall be limited to rural multi-county regions that demonstrate a heavy use of the EMS system by nonresidents.
- ? Regional EMS agencies shall provide matching funds of at least \$1 for each dollar of state funds received.
- ? State funding shall be used to provide only essential minimum services necessary to operate the system, as defined by the Authority.
- ? No region shall receive both federal and state funds in the same fiscal year for the same purpose.
- ? Each multi-county system shall be eligible to receive up to one-half of the total cost of a minimal system for that area, as defined by the Authority.
- ? Multi-county systems with a population of 300,000 or less shall receive the full amount for which they are eligible if they provide a cash match of \$0.41 per capita or more.

1.7 Requirement to Comply with Applicable Statute, Regulations, and Guidelines.

Funding eligibility for regional EMS agencies under the State General Fund is contingent upon the regional EMS agency following all applicable state and federal statutes, regulations, and guidelines including but not limited to the following:

1. Each regional EMS agency requesting funding must have on file with the EMS Authority a current board approved regional EMS plan that address all of the components of an EMS system as defined in Section 1797.103 of the Health and Safety Code.
2. Each regional EMS agency that has implemented a trauma care system must have submitted a trauma care system plan to the EMS Authority in compliance with Section 1797.257 of the Health and Safety Code.

3. Each regional EMS agency that has implemented a Public Safety Defibrillation program must have on file with the EMS Authority a current annual report, in compliance with Section 100021 (c) (8) (A)(B) of the First Aid Standards for Public Safety Personnel, California Code of Regulations (Title 22).
4. Each regional EMS agency that receives State General Fund support monies must be regularly providing to the EMS Authority, data that conforms with the EMS Authority's California EMS Data Systems Standards and the California State Uniform Prehospital Data Set.
5. Each regional EMS agency must be providing coordination of local medical and hospital disaster preparedness and response activities in cooperation with the EMS Authority and other local, state, and federal entities, in compliance with Section 1797.151 of the Health and Safety Code.

Funding will be withheld by the EMS Authority if regional EMS agencies do not comply with these requirements.

1.8 Requirements for Delegation of Functions

To be eligible to receive state general funds, a multi-county agency must be designated as the regional EMS agency responsible for all the Division 2.5 functions listed on the following page:

SECTION	TOPIC
1797.202	Medical Director Appointment
1797.204	Planning, Implementing and Evaluating the EMS System
1797.206	Implementation of ALS/LALS systems. Monitoring Training Programs
1797.208	Training Program Approval
1797.210	Certification of Personnel
1797.212	Establish Certification Fees
1797.214	Additional Training/Qualifications
1797.218	Authorizing ALS/LALS Programs
1797.220	Medical Control Policies and Procedures
1797.221	Trial Studies
1797.250	Development and Submission of EMS System Plan
1797.252	Coordinate and Facilitate EMS System Development
1797.254	Development and Submittal of EMS Plan
1797.256	Review of EMS Grants
1797.257 & 1797.258	Submittal of Trauma Plan
1798.	Medical Control
1798.2	Base Hospital Policies and Procedures
1798.3	Alternative Base Stations
1798.100	Designation of Base Hospitals/Alternative Bases
1798.101	Rural Base Hospitals and Receiving Facilities
1798.105	Approval of Alternative Base Station
1798.162 - .166	Regional Trauma Systems
1798.170	Triage and Transfer Protocols
1798.172	Transfer Agreement Guidelines and Standards
1798.200	Certificate Review Process
1798.201	Local EMS Agency evaluation and recommendation for disciplinary action against an EMT-P
1798.202	Suspension of an EMT-P License
1798.205	Violations of Transfer Guidelines, Protocols or Agreements
1798.209	The Local EMS Agency may revoke, suspend, or place on probation the approval of a training program

1.9 Other Factors

In addition to meeting the essential eligibility criteria, the following factors will be evaluated:

- ? Composition of local funding match, i.e., cash vs. direct in kind;
- ? degree to which cash match by member counties exceeds user fees or one-time grants;
- ? involvement of providers in local match;
- ? organizational/administrative structure and fiscal management;
- ? the appropriateness of the agency budget and evidence of system efficiency and effectiveness; and,
- ? history of successful performance under previous contracts.

1.10 Regional Agency Definition

A regional agency is defined as three (3) or more counties.

1.11 New Regional Agencies

New multi-county agencies can receive a share of the available monies only if adequate funds for a new region have been allocated in the State Budget. If new funds were not required to add new multi-county systems, existing programs would be negatively impacted by the redirection of funds. Therefore, before new agencies may receive general fund support, a process to allocate additional funds to the budget must be undertaken during the final year of eligibility for Federal Block Grant development support.

1.12 Changes in County Membership of a Region

A region adding a new county will not receive SGF support for the new county for up to one year, as determined by the EMS Authority based on the impact on other regions. A region that is adding a county must update its EMS Plan to incorporate the new county before it will be eligible for additional SGF support for that county. The plan should explain how the change will affect services to the county and the region.

In cases where a county changes regions, there will be a transition period for both the receiving and the losing regional agencies. The agency losing the county shall be credited with the county in the current funding formula for up to one year. The agency gaining the county shall not be credited with the new county for the first year of funding.

A region that has lost a county and is receiving transitional funding at its previous eligibility level must, by the end of one year, update its EMS Plan to reflect the loss of the county. The plan should explain how the change will affect services to the remaining counties in the region.

Should an existing agency's county membership be reduced to less than (3) counties, they will no longer be eligible for State General Funding with the following exception; in the event a county's membership is reduced to two (2), they may be eligible to receive up to one year of transitional funding in accordance with the current funding formula.

Anytime that a multi-county agency is approached by a member county of another EMS region to discuss moving their affiliation, the director of the EMS agency shall advise the director of the member county's current EMS agency.

It is suggested that all regional agencies ensure that there is a clause in their contracts with the counties that require a county that wishes to drop out of a region to give notice by **June 1 in the SFY**, in order to opt out for the next one year cycle.

1.13 Allocation Methodology

The EMS Authority determines the base allocations for the regions consistent with total available funding, respective agency workloads as determined by population and number of counties, other criteria, and historical considerations. The base allocations are intended to ensure that the minimum required activities can be accomplished in proportion to local needs.

The funds are allocated utilizing the following formula:

1. Each multi-county agency receives a base constant of 3.0. (This is based on the average staffing levels from EMS staffing surveys for a single county with a population of 500,000 to 1,000,000). Each multi-county agency with a population of 300,000 or less receives a base constant of 2.5.
2. An additional .20 is added to the base for each 100,000 people served by the region. (The maximum population credit for any single county is 500,000).
3. For each county within the system .60 is added to the agency's calculation.

Once these calculations are completed for each of the multi-county agencies, they are totaled. Each agency's total is then divided by the sum total for all multi-county agencies. The individual percentage is then applied to the total amount of general funds available. The result is the level of funding each agency may receive based on a dollar for dollar match, unless the multi-county agency has special dispensation through budget language that does

not require them to match dollar for dollar. If population and/or number of counties changes, the base allocation will be adjusted.

If one or more counties within a multi-county system are not in compliance with the eligibility/delegation requirements, the ineligible counties and their populations will be excluded from the formula calculations and financial contributions from those counties will not be counted as match. If funds remain available due to agencies not being eligible for their full allocation, the additional funds will be distributed to the remaining eligible agencies based on the allocation formula.

The Authority will annually notify each multi-county agency in writing of its proposed funding for the coming fiscal year. Actual funding levels are subject to change based upon the final dollars allocated in the annual Budget Act.

1.14 Local Match Requirements

The language in the annual Budget Act requires that recipients of State General Fund local assistance dollars match "dollar for dollar" the annual amount received. Only **cash** and **direct in-kind** local support will be accepted as match for receipt of state local assistance allocations. In addition, no agency may receive more state money than they are able to match with local cash or direct in-kind support from the member counties. Multi-county agencies with a population of 300,000 or less shall receive the full amount for which they are eligible if they provide a cash match of \$0.41 per capita or more.

Fees received by the local EMS agency for activities that duplicate state functions for which fees are collected will not be allowed as cash match.

The following are the only **direct in-kind** contributions which will be allowed as match for receipt of state general funds.

- ? Directly related support functions, i.e., staff services, provided by an individual or group outside the agency to fulfill a function assigned to the agency.
- ? Related salaries and benefits of outside staff assigned to and under the control of the agency.
- ? The donation of supplies, space, or equipment to the multi-county EMS agency.

1.15 Funding Restrictions

State general funds are provided to assist multi-county agencies in meeting the requirements imposed upon them by the delegation of state law and regulations. The funds are not intended to provide direct patient services or to supplant local activities.

The Legislature has been specific in this regard. Budget language restricts the use of state general funds to "essential minimum services necessary to operate the system, as defined by the Authority." Minimum services are defined in sections of Division 2.5 of the Health and Safety Code, the Authority's regulations related to these sections, and by the minimum standards in the *EMS Systems Standards and Guidelines* that includes the eight (8) system components identified in Section 1797.103 of the Health & Safety Code.

Chapter 2

Application Preparation and Process

2.1 Application Process

In order to receive the State General Fund assistance, each multi-county agency must submit a State General Fund application to the Authority by June 30th of each year. All applications must include the following items in the order presented below.

1. Objectives
2. Budget Categories
3. Program Funding
4. Budget Detail/Narrative
5. Personnel Detail
1. Organizational Chart

2.2 Objectives

Each application must include the list of objectives as shown in **Attachment A**.

2.3 Budget

Each application must include a separate section titled “Budget”. The proposed budget must show by line-item the proposed costs and resources needed for the operation of the regional agency. A copy of the budget forms, including the Budget Categories (**Attachment B**), Program Funding (**Attachment C**), Budget Detail/Narrative (**Attachment D**), and Personnel Detail (**Attachment E**) are included as attachments in the Policy Manual.

2.4 Organizational Chart

Each application must include an organizational chart of LEMSA staff and must identify by title, name, FTE, and qualifications, all staff who either are paid using the State General Fund or are included in the local in-kind match.

2.5 Submission of Application

One original application must be forwarded to the EMS Authority. **Please do not bind, or three hole punch the application**, as various sections of the application will be incorporated into the contract.

2.6 Contract Approval Process

Upon approval of the application, the Contracts Manager at the EMS Authority will prepare the contract. The contract, along with four copies, will be sent to the regional agency for its review and approval (all five contracts require original signatures). Stamped replicas of signatures are not acceptable as original signatures. When the contracts have been signed, they are to be returned to the EMS Authority for signature. The Authority is not permitted to sign the contracts until the State Budget Act is signed.

Chapter 3

Allowable Costs

3.1 General

This chapter sets forth basic principles for determining allowable costs. The application of these principles is based on the following premises:

- (a) Regional agencies are responsible for efficient and effective administration of the system through the application of sound management practices; and,
- (b) Expenditures are consistent with objectives identified in the Contract.

Only those budgeted costs identified in the contract that appear in the contractor's accounting records and are supported by proper source documentation are eligible for reimbursement.

State general funds are provided on a reimbursement basis after the expense has been incurred and upon submission of a reimbursement claim.

Costs incurred under one state contract shall not be shifted to another state contract.

3.2 Eligibility Requirements

To be eligible for reimbursement under the State General Fund, costs must meet the following criteria:

- (a) Be **necessary and reasonable** for proper and efficient administration of essential EMS system requirements.
- (b) Be permissible under state and local laws and regulations and conform to any limitations or exclusions set forth in these principles.
- (c) Not be allocable to, or included as a cost of, any other state or federally financed program.
- (d) Be reduced by any “applicable credits”, such as purchase discounts, rebates, allowances, overpayments, or erroneous charges.
- (e) Not result in a profit or other increment to the applicant agency.

- (f) Be incurred on or after the effective date of the contract and on or before the last day of the contract termination date.

3.3 Administrative/Indirect Costs

Each regional agency receiving State General Fund assistance will be allowed to claim a maximum of 10% Administrative/Indirect Cost. Administrative/Indirect Cost will be 10% of the total direct costs. Each regional agency claiming 10% Administrative/ Indirect Costs **must list all items included in the Administrative/Indirect Cost line item.**

3.4 Typical Allowable Costs

This section contains an alphabetical list of typical costs that are generally eligible for reimbursement. This list is not meant to be all inclusive. **All allowable costs must be directly related to achieving the objectives in the contract and must be explained in the budget detail/narrative.** Specific information concerning allowable costs may be obtained by contacting the Contracts Manager at the EMS Authority.

Accounting

The cost of establishing and maintaining accounting systems required for the management of a contract is allowable. The cost of preparing payroll and maintaining necessary related wage records is allowable.

Costs for the recruitment, examination, certification, classification, training, establishment of pay standards, and related activities for the contract is allowable.

Advertising

Advertising costs are allowable for recruitment of personnel required for the contract, solicitation of bids for the procurement of services required, or for other purposes specifically provided for in the contract agreement.

Budgeting

Costs incurred for the development, preparation, presentation, and execution of the application budget are allowable.

Communications

Communications costs incurred for telephone calls, mail, messenger service, and similar expenses are allowable.

Employee Benefits

Employee benefits in the form of regular compensation paid to employees during periods of authorized absences from the job such as vacations, sick leave, court leave, military leave, and similar absences are allowable provided they are pursuant to an approved leave system. Employee benefits in the form of employer's contributions to social security, life and health insurance plans, unemployment insurance coverage, workmen's compensation insurance, pension plans, severance pay, and the like are also allowable. The total employee benefits may not exceed 32% of salaries.

Example:	Retirement	11.65%
	Health	7.65%
	workers Comp.	2.74%
	OASDI	6.20%
	Dental	1.02%
	Life Insurance	2.74%
		32.00%

Employee Salaries

Employee salaries for services rendered during the period of performance under the contract agreement are allowable provided that the cost for individual employees is reasonable for the services rendered. Identify the monthly, weekly, or hourly rates, and personnel classifications. **Reminder:** The costs to be paid by State General Fund Regional Agency funds for portions of a specific position, when added to costs for portions of the same position to be paid by federal block grant special project funds or included in the local match may not exceed 100% of the total cost of the position.

Equipment

Equipment is defined as **one item costing \$5,000 or more**. Only the cost of equipment necessary to administer the regional system is allowable. All equipment meeting this definition and purchased with the State General Fund monies must be reported to the EMS Authority.

The contractor will maintain an inventory record for each piece of non-expendable equipment purchased with funds provided under the terms of the contract. The inventory record of each piece of such equipment shall include the date acquired, total cost, serial number, model identification (on purchased equipment), and any other information or description necessary to identify said equipment.

Note: All equipment purchased with funds received through this contract will become the property of the State of California and must be tracked and accounted for.

Legal Expenses

Legal expenses required in the administration of the region are allowable. Legal expenses for the prosecution of claims against the applicant agency, the state, or the Federal Government are not allowable.

Maintenance and Repairs

The costs for utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, necessary maintenance, normal repairs are allowable to the extent that they: **(1) keep property (including Federal property, unless otherwise provided for) in an efficient operating condition, (2) are not otherwise included in rental or other charges of space.**

Materials and Supplies

The cost of necessary materials and supplies is allowable. Purchases should be charged at their actual cost after deducting all cash discounts, trade discounts, rebates, and allowances received. Withdrawals from general stores or stockrooms should be charged at cost under any recognized method of pricing, consistently applied.

Items of equipment with an acquisition cost of less than \$5,000 are considered to be supplies for billing purposes and are allowable. **However, all computer components, and other durable items such as copy machines, furniture, etc., purchased with funds received through this contract will become the property of the State of California and will need to be tracked and accounted for.** Such items **may not** be transferred for use by another department of local government or be disposed of without written approval of the EMS Authority.

Memberships, Subscriptions, and Professional Activities

The cost of membership in civic, business, technical and professional organizations is allowable provided: (1) the benefit from the membership is directly related to the administration of the regional agency; (2) the expenditure is for agency membership; (3) the cost of the membership is reasonably related to the value of the services or benefits received; (4) the expenditure is not for membership in an organization that devotes a substantial

part of its activities to influence legislation, and (5) the expenditure is identified in the budget.

The costs of meeting and conference rooms are allowable only when directly related to the administration of the regional agency and the expenditure is identified in the budget.

The costs of books and subscriptions to business, professional and technical periodicals are allowable when they are directly related to the administration of the regional agency.

Motor Pools

The cost for the provision of a **county** automobile for use directly for the administration of the regional agency by the applicant agency at a mileage or fixed rate, including vehicle maintenance inspection and repair service, is allowable.

Printing and Reproduction

The costs of necessary printing and reproduction services obtained directly for the benefit of the regional agency, including forms, reports, manuals, and similar informational literature, are allowable.

Professional Services (Consultants)

The costs for professional services rendered by individuals or organizations not a part of the applicant agency are allowable when reasonable in relation to the services rendered. **All consultant services contracts over \$2,500 must have advance approval by the EMS Authority.** All expenses incurred by the consultant shall be included in the Contractual Line Item and shall not be made a part of any other line item in any of the budget pages.

Space (Rental)

Rental reimbursement items should specify the unit rate, such as the rate per square foot. The cost of space in privately or publicly owned buildings used specifically for the benefit of the contract is allowable subject to the following conditions: 1) the total cost of space whether in a privately or publicly owned building, may not exceed the rental cost of comparable space and facilities in a privately owned building in the same locality; 2) the cost of space procured for the contract may not be charged for periods of non-occupancy; 3) maintenance and operation - the cost

of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds and normal repairs are allowable to the extent they are not otherwise included in rental or other charges for space; and 4) costs incurred for rearrangement and alteration of facilities are not allowable.

Training

The cost of in-service training provided for employee development that directly benefits the regional agency is allowable.

Travel

Travel costs are allowable for transportation, lodging, subsistence, and related items incurred by agency employees who are traveling on official business directly related to the administration of the regional agency. Transportation expenses consist of the charges for commercial carrier fares; private car mileage allowances; overnight and day parking; bridge and road tolls; necessary bus or taxi fares; and all other charges essential to the transport from and to the individual's headquarters.

Reimbursement may be requested for actual transportation expenses by public carrier in connection with services rendered for the contract and actual transportation costs for a personal car at the rate of \$.31 per mile **or less** for travel expenses incurred for the contract, while away from the individual's headquarters. Claims for transportation by scheduled airlines are allowed at the lowest fare available in conformity with the regular published tariffs for scheduled airlines in effect on the date of origination of the flight. Parking, toll bridge expenses, etc., are permissible if in conformance with **Department of Personnel Administration (DPA) regulations**.

NOTE: Only those travel expenses specified in the Contract budget are reimbursable to the Contractor.

In computing the allowance for travel , the following maximum reimbursement will be allowed in any 24 hour period or fractional part thereof:

Lodging \$0.00 without receipt

Lodging \$84.00 with receipt + tax (**\$110 with receipt per night plus tax for the counties of Alameda, San Francisco, San Mateo, Santa Clara and Central and Western Los Angeles**) Central and Western Los Angeles includes downtown Los Angeles, Inglewood, L.A. International Airport, Playa del Rey, Venice, Santa Monica, Brentwood, West L.A., Westwood Village, Culver city, Beverly Hills, Century City, West Hollywood, and Hollywood.

Staff may be reimbursed for **their ACTUAL EXPENSES** for breakfast, lunch, dinner, and incidentals for each 24 hours of travel as follows:

Breakfast up to \$6.00

Lunch up to \$10.00

Dinner up to \$18.00

Incidentals up to \$6.00

An incidental allowance of up to \$6.00 may be claimed for each 24 hour period. No per diem expenses are allowed at any location within 50 miles of the individual's headquarters as determined by normal commute distance. Meals are subject to the following:

If trip was:

Less than 24 hours

Breakfast:

May be claimed if traveler left at or before 6:00 a.m. and returned at or after 9:00 a.m.

Lunch:

Lunch may NOT be claimed for travel of less than 24 hours.

Dinner:

May be claimed if traveler left at or before 4:00 p.m. and returned at or after 7:00 p.m.

Incidentals may not be claimed on a trip of less than 24 hours.

More than 24 hours

Breakfast:

May be claimed if traveler left at or before 6:00 a.m. and returned at or after 8:00 a.m.

Lunch:

May be claimed if traveler left at or before 11:00 a.m. and returned at or after 2:00 p.m.

Dinner:

May be claimed if traveler left at or before 5:00 p.m. and returned at or after 7:00 p.m.

Any meals provided for in the registration fee of a conference or in the price of the airline ticket are not separately reimbursable.

Out-of-state Travel

Out-of-state travel requires **prior approval** by the EMS Authority. A written justification and request for prior approval of out-of-state travel must be received at the EMS Authority at least 30 working days before the first day of the trip.

3.5 Unallowable Costs

The following are costs that are not eligible for reimbursement under the State General Fund. This is not meant to be an all-inclusive list. Specific information concerning these or other allowable costs may be obtained by contacting the Contracts Manager at the EMS Authority.

Accounting

The cost of maintaining central accounting records required for overall state or local government purposes, such as appropriation and fund accounts by the treasurer, controller, or similar officials is considered to be a general expense of government, and is not allowable except to the extent, if any, that acceptance of the contract directly increases their administration of the regional EMS agencies.

Alcoholic beverages

Costs of alcoholic beverages are not allowable.

Audits (General)

Expenses for general audits that a local agency or county is required to perform that are not related directly to the administration of the regional agency are not allowable.

Bad debts

Losses arising from uncollectible accounts and other claims, and related costs are not allowable.

Contingencies

Contributions to a contingency reserve or any similar provision, excluding insurance costs for unforeseen events are not allowable.

Contributions and donations

Contributions and donations, including cash, property, and services, by governmental units to others, regardless of the recipient, are not allowable.

Entertainment

Costs for entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are not allowable.

Fines and penalties

Costs resulting from violations of, or failure to comply with federal, state, and local laws and regulations are not allowable.

Food and Beverages

Costs of food and beverages for meetings are not allowable.

Fund raising and investment management costs

Costs for organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are not allowable.

Costs for investment counsel and staff and similar expenses incurred to enhance income from investments are not allowable.

General Government Expense

The salaries and expenses of the office of the Governor or the chief executive of a political subdivision are not allowable.

Honoraria

Honoraria for guest speakers are not allowable.

Interest

Costs incurred for interest on borrowed capital or the use of a governmental unit's own funds, however represented, are not allowable.

Legislative Expense

Salaries and other expenses of State legislatures or similar local governmental bodies such as county supervisors, city council, school boards, etc., are not allowable.

Staffing Costs

State General Fund monies may not be used to support any staff position, or the portion thereof, that is identified as a local match for those funds.

Chapter 4

Implementation and Control of Approved Contracts

4.1 Effective Date

The Standard Agreement will show an effective date of the contract. Claims for reimbursement may be made only for funds expended subsequent to that date. No reimbursement will be provided for expenses incurred prior to the effective date or beyond the contract period.

4.2 Contract Amendments

Regional EMS agencies may make minor adjustments in the budget without prior authorizations, however, the amount of total adjustments cannot exceed \$2,000 for the period of the contract and the total budget authorized cannot be exceeded.

If the regional EMS agency wishes to make a budget revision that exceeds \$2,000, the regional EMS agency must submit a written request with an explanation of the need, and submit all revised pages effective by the revision(s) that specifically identifies all the line item(s) changes. The EMS Authority must approve such revisions in writing prior to their implementation. Contract amendments for any changes to the objectives must also be approved in advance. Regional agencies requesting amendments to their contract(s) must submit all revised pages with a justification to the EMS Authority 30 days prior to the effective date of the change(s).

NOTE: Under no circumstance will the contract be amended after the contract termination date.

4.3 EMS Authority Responsibility

The EMS Authority has the responsibility and authority to review and evaluate the activities paid for under each contract as deemed necessary. Such review and evaluation will be made for the purpose of assisting the applicant agency to understand and comply with the requirements and to gain maximum benefits from the funds expended.

The EMS Authority's Systems Analyst and the Contracts Manager both have the responsibility of recommending to the Director of the EMS Authority the cancellation of any contract that is not being implemented in accordance with applicable state laws or pursuant to the terms of the signed Standard Agreement.

Any questions regarding the contract, including but not limited to; Budget Revisions, Invoices, Contract Advance Payments, and Reports, shall be directed to the attention of the Contracts Manager for the State EMS Authority.

4.4 Withholding, Termination and/or Denial of General Funds

The EMS Authority may terminate any contract prior to the contract termination date if the policies established in this document or pursuant to the terms of the signed contract are not being followed. A contract may be terminated at any time for breach and the EMS Authority may also terminate unilaterally and without cause upon thirty (30) working days written notice to the Contractor. Payment for allowable costs up to the date of termination will be subject to negotiation. The contract may be canceled at any time by either party, by giving thirty (30) days advance written notice to the other party.

A regional EMS agency may appeal a decision by the EMS Authority to terminate a contract. The regional EMS agency must file with the EMS Authority, 1930 9th Street, Sacramento, CA 95814 a full and complete written statement specifying the grounds for the appeal within thirty (30) days of notification to terminate. The Director will review all information submitted with regards to the appeal and render a written decision regarding the appeal within thirty (30) working days. The decision of the Director of EMSA shall be final.

4.5 Termination Requested by the Contractor

Upon written request of the contractor and prior review by the EMS Authority, a contract may be terminated without prejudice when the agency finds it is unable to continue for justified reasons beyond its control. In such circumstances, the maximum reimbursement of claimed costs to the date of termination is limited to the negotiated amount determined to be allowable by a review of the expenditure records.

4.6 Close out of Contracts

Approximately 30 days prior to the end of the contract with the regional agencies, EMSA's Contracts Manager will mail a notice to the Regional Administrator. This constitutes a reminder of the final date of the contract and the due date of the final report and final claim.

4.7 Funding Availability

If during the term of the contract award, state funds become reduced or eliminated, EMSA may immediately terminate or reduce the contract award upon written notice to the regional EMS administrator.

Chapter 5

Fiscal Requirements

5.1 General

It is the regional EMS agency's responsibility to ensure that all costs of the contract are entered into the agency's accounting system, and that procedures are established and source documents developed that will reliably account for the funds expended.

The applicant agency is required to maintain detailed source documents covering all costs charged to the contract. These documents provide the source of entries into the accounting records and support costs reported on each reimbursement claim presented to the EMS Authority.

The applicant agency is required to adhere to established standards and requirements governing the utilization and disposition of property (equipment) acquired wholly or in part by general funds. Regional agencies may use their own property management procedures as long as the provisions of the property management section of this document are also adhered to.

All contract transactions are subject to audit. Failure to comply with the audit provisions of this section may result in audit exceptions and subsequent recovery of funds. (See Audit Requirements)

5.2 Accounting Records

Any accounting system may be used as long as it conforms to generally accepted accounting principles (GAAP). In general, this means that the existing accounting system of a political subdivision or LEMSA may be used.

It is preferable that the contract expenditures are recorded directly in special contract accounts, but they may be recorded in regular accounts provided an audit trail exists. A complete list of expenditures must be maintained to facilitate an audit of contract expenditures and preparation of claims for reimbursement.

Special job numbers or work activity codes should be established to segregate and record labor costs if an agency employee is paid from more than one funding source.

5.3 Acceptable Source Documents

Personnel Costs

- (a) Payrolls must be on file for salary information. Labor charged to the contract **must** be supported by individual daily time cards or payroll period time sheets.
- (b) In some instances, working hours are recorded by exception; i.e., only vacation, sick leave, jury duty, etc., hours are recorded. In such cases, special additional documentation or worksheets shall be kept to support time chargeable to the contract.
- (c) Contract work time must be certified for each individual by a supervisor. Such work time certifications should be promptly forwarded to the accounting or payroll unit to determine labor cost chargeable to the contract and subsequently entered into agency accounting records.
- (d) All time sheets (whether exception or actual time) must be signed by the employee and certified by the employee's supervisor.
- (e) Employee benefits must be supported by formally established and approved pay rates, reflecting personnel policies and procedures of the funded entity or generally accepted practices within budgetary allotments.

Travel Expenses

- (a) Travel expenses must be supported by reimbursement voucher for each individual traveling on the contract. When the contract budget includes travel outside the State of California, the contract director/administrator must notify the EMS Authority in writing and obtain approval **in advance** for each trip.
- (b) Expenses for transportation in agency-owned vehicles must be supported by records showing where, when, and by whom used and miles involved. Cost records must show how the mileage rate or other unit costs were developed. Car rentals from public or private agencies must be supported by proper invoices.

Professional Service Costs (Consultants)

- (a) Expenses for labor or services provided by private firms, individuals or other agencies must be supported by an approved and properly executed contractual agreement or interagency agreement. Such agreements must indicate the term, scope and anticipated product or outcome if applicable and identify the monthly, weekly, or hourly rate of all consultants to be incurred under the contract.

- (b) Reimbursement must be supported by itemized invoices in accordance with the terms and budget of the contract.
- (c) All items of expense for consultants (including travel, etc.) are to be included in the contractual line item.

Equipment

An inventory of all office furnishings and equipment purchased with general funds must be maintained in the LEMSA's files. **All equipment purchased with funds received through a contract shall become the property of the State of California.**

(Equipment is defined as an item costing \$5,000.00 or more.)

Other Direct Costs

All other direct costs must be supported by purchase orders or other original documents signed by the proper authority. Receipt of such items must be supported by properly signed and dated delivery slips or invoices.

Cost of all items and services obtained from existing county supplies for use by the regional agency must be supported by local request, letter, memorandum or other original document signed by proper authority.

A rental or lease agreement must be maintained in the contract files for all items or facilities obtained and paid for in this manner. Proper billings for usage must also be on file.

Operational costs for a building used solely by the regional agency may be reimbursed on the basis of actual costs of utilities, maintenance, repairs and other applicable costs. Partial usage requires that such costs be computed on the basis of square footage. Documentation must be available to support the computation.

Source Document Retention Period

The applicant agency must retain all contract source documents and make them available for State and Federal audit for a period of three years following date of the final reimbursement of regional agency expenditures. If audit findings have not been resolved, records shall be retained until the audit findings are resolved.

Property Management

The applicant agency is accountable for all tangible property during the term of the contract and for all non expendable property throughout its useful life.

The applicant agency must ensure that adequate controls are provided to safeguard property in its possession and that any such property loss or theft is promptly reported to the EMS Authority.

Property must be maintained in good working condition and may not be conveyed, sold or transferred without approval of the EMS Authority.

The agency must maintain updated inventory and location records which will include all property purchased during the funding period.

Intellectual Property Rights

EMSA shall jointly own all rights, title and interest in and to any software, source code, documentation, and any other products developed and created by the contractor and subcontractor(s) utilizing State General Fund monies from the date such software, source code, documentation, and other products are conceived, created or fixed in a tangible medium, as part of a contract.

Data developed under this contract shall become the joint property of EMSA and the regional EMS agency.

During and after the term of the Contract, contractor and subcontractor(s) will not use, disclose or otherwise permit any person or entity access to any of the Confidential Information and Materials. Contractor and subcontractor(s) understand that contractor and subcontractor(s) are not allowed to sell, license or otherwise exploit any products or services (including software in any form) which embody in whole or in part any Confidential Information and Materials.

Upon termination of the Contract for any reason whatsoever, contractor (LEMSA) and subcontractor(s) will deliver to EMSA all tangible materials pertaining to the contract including but not limited to, any documentation (manuals, tutorials, or system administration documents), records, listings, notes, data, sketches, drawings, memoranda, models, accounts, reference materials, samples, machine-readable media, source code, passwords, or electronic files needed to access software or code, and equipment which in any way relate to the contract. Contractor and subcontractor(s) agree not to retain any copies of any of the above materials.

Chapter 6

Audit Requirements

6.1 Audit Requirements

It is the responsibility of the regional agency to ensure that acceptable documentation is maintained and made available to support all the regional agency charges. Internal reviews should be conducted periodically to ensure compliance with contract provisions and budget and to determine that all claims for reimbursement are properly supported.

Fiscal monitoring consists of the following:

- ? Maintenance of proper records of the regional agency costs.
- ? Up-to-date recording of claimed expenses into the accounting system so that such expenses can be traced to the original records.
- ? Awareness of all applicable laws, rules and regulations governing contracts with the EMS Authority.
- ? Maintenance of an adequate property control system.

Each regional assistance contract shall have an annual financial audit conducted by an independent or county auditor. The final audit shall determine that:

- ? All costs incurred have been in accordance with the Standard Agreement and pertinent State guidelines.
- ? Proper accounting records have been maintained for the administration of the regional agency and source documents have been filed.
- ? All reimbursements have been proper and reflect actual and allowable costs.
- ? Physical inventory has been taken.
- ? Provisions have been made to retain source documents supporting costs incurred for at least three (3) years after the applicant agency has received final payment or until any audit exceptions are resolved.

6.2 Audit Schedules

Audits of contract records may be conducted by State auditors as circumstances warrant. Additional audits may be conducted at the option of the State government. It is the responsibility of the regional agency to arrange, conduct and report a satisfactory final audit.

6.3 Distribution of Audit Reports

Final Audit reports will be distributed as follows:

Original - State Controller's Office

Copy - EMS Authority-Contracts Manager

6.4 EMS Authority Monitoring and Site Visits

EMS Authority staff will monitor the regional agency records and program performance on a quarterly basis. The EMS Authority, at its discretion, will conduct periodic site visits to review administrative documentation and products produced under contracts to regional EMS agencies. These visits will be aimed at assisting the regional EMS agencies in administering their programs and contract(s). Critical discrepancies discovered during a site visit may be addressed by requiring the regional EMS agency to develop a corrective action plan to be submitted to the EMS Authority for review and approval. Past performance will be an important evaluation criteria used in reviewing future applications for funding.

EMS Authority staff will annually select one regional agency for an in depth review by the EMS Authority staff. EMS Authority staff may also review any regional agency with which the EMS Authority has a concern regarding the appropriateness of expenditures or other issues.

Chapter 7

Progress Reports

7.1 General

The Quarterly Progress Reports, and the Annual Report must be submitted to the EMS Authority on a timely basis in accordance with the provisions of this section.

7.2 Quarterly Progress Reports

Quarterly Progress Reports are required to provide the applicant agency and the EMS Authority with an evaluation of the progress that is being made towards meeting the system components. The report should be a summary of the activities that have taken place during the specific quarter. **An original and one copy of each** Quarterly Progress Report shall be sent to the EMS Authority. Each report **must contain the contract title, EMS Authority contract number and identify the quarter covered by the report.**

Per Division 2.5 Section 1797.108 of the Health & Safety Code, Quarterly Progress Reports shall be forwarded each fiscal year to the Contracts Manager at the EMS Authority by October 15, January 15, and April 15. Claims for reimbursement will only be paid if Quarterly Progress Reports have been submitted and approved.

7.3 Quarterly Progress Report Format

Quarterly progress reports will describe the status of each of the eight system components (See **sample Attachment F**). Status information will include at a minimum the following:

- ? What work has been accomplished on each of the eight system components for each quarter?
- ? Were there any issues encountered in this quarter and if so, what steps were taken to address each issue?

7.4 Annual Report

Unlike the quarterly progress reports, which report progress at the task level, the annual report should consist of a narrative which addresses the State General Fund accomplishments as a whole. The report must cover, but is not limited to, the goals, accomplishments, and problems of the regional agency as it relates to each of the eight

system components. The Annual Report is required to be submitted to the EMS Authority not later than sixty (60) days following the end date of the contract.

The EMS system is comprised of the following eight system components:

1. Manpower and training
2. Communications
3. Transportation
4. Assessment of hospitals and critical care centers
5. System organization and management
6. Data collection and evaluation
7. Public information and education
8. Disaster response

Chapter 8

Preparation of Reimbursement Claims

8.1 Invoice Requirements

All invoices for reimbursement of contract expenditures should be prepared under the direction of the agency accountant directly from costs recorded in the accounting system. This will ensure proper accounting for reimbursements when received by the agency.

Agency invoices for reimbursement must be in the format prescribed by the EMS Authority and provide all information requested, including, but not necessarily limited to:

- ? The agency name and address.
- ? The EMS Authority contract number for which reimbursement is being claimed.
- ? The exact period for which reimbursement is being requested.
- ? Show by fund source (state and matching funds) and budget category for the exact expenditures, as debited to the agency's accounting system, during the period for which reimbursement is being requested.
- ? Contain the following statement: "I certify that this claim is in all respects true, correct, supportable by available documentation and in compliance with all terms, conditions, laws, and regulations governing its payment."
- ? A signature block and original signature in ink of an authorized representative of the regional agency.

A sample invoice in the required format is attached (**See Attachment F**). Invoices should reflect state and local contract amount. The invoice must show the total state and local contract budget, all state and local funds expended during the reporting period, all state and local expenditures to date, and the remaining balance of the contract for state and local funds.

Claims must be submitted at least quarterly (within sixty (60) days of the end of each quarter). Due to the limited time in which State General Fund monies must be encumbered and paid, failure to submit a claim within the sixty (60) days may result in termination of the contract and reallocation of the General funds to another regional EMS agency.

Final invoices must be submitted no later than sixty (60) days after the end date of the contract.

Claims received in proper order are usually "scheduled" with the **State Controller's Office** within fifteen (15) days of their receipt by the EMS Authority. During peak processing periods of the month (e.g., around the first and fifteenth), processing time in the State Controller's Office may take longer. Agencies are advised to submit their invoices at non-peak processing times to ensure a timely reimbursement.

8.2 Advance Payment

Pursuant to Health and Safety Code Section 1797.110, and upon request of the contractor, the state **may** pay in advance up to twenty-five percent (25%) of the total annual contract amount awarded.

Any regional EMS agency requesting a twenty-five (25%) advance will be required to certify that the regional EMS agency does not have the funds to proceed with the contract without the advance. Any regional EMS agency receiving an advance will be required to submit claims on a quarterly or monthly basis and be required to list all items for which the 25% advance is expended.

Ten percent (10%) of the contract total **may** be held until the contract is completed, all reports are submitted and, all products have been delivered and approved by the EMS Authority.

Chapter 9

Contract Evaluations

9.1 Contract Evaluations

Beginning with the SFY 2000/01, the EMS Authority began formally evaluating the success of contracts completed during the prior SFY. An evaluation will be completed and filed for each regional agency. The System's Analyst will consult with the regional EMS agency during the evaluation. A summary of the evaluation results will be given to the regional EMS agency.

ATTACHMENT A

A regional agency that does not have delegated authority in a particular area will not be obligated to report on that measurable objective.

Regional EMS Agency Objectives

SYSTEM ORGANIZATION AND MANAGEMENT

Objective: To develop and maintain an effective management system to meet the emergency medical needs and expectations of the total population served.

Definition: The organization and management responsibilities of the regional EMS agency, at a minimum, include: staff development, training and management; allocating and maintaining office space, office equipment, supplies; budgeting and financial oversight; executing and maintaining contracts with member counties, service providers, consultants and contractual staff; assessing and improving quality of services provided, allocation and administration of special project grants; etc.

Workload

Indicator(s): 1) Total static population served (Determined by DOF estimates)
2) Total annual tourism population

Performance

Evaluation: Periodic assessments of Regional EMS Agency's performance by the State EMS Authority.

MANPOWER AND TRAINING

Objective: To ensure personnel functioning within the EMS system are properly trained, licensed/certified/authorized and/or accredited to safely provide medical care to the public.

Definition: The Manpower and Training responsibilities of the regional EMS agency, at a minimum, include: ongoing assessment of need for local training programs, authorization and approval of training programs and curriculum for all certification levels, provide training programs and classes as needed, provide ongoing certification/authorization/accreditation of personnel approval of local scope of practice for all certification levels, development and maintenance of treatment protocols for all certification levels, maintain communication link with QI program to assess performance of field personnel, conduct investigations and take action

against certification when indicated, provide personnel recognition programs for exemplary service; etc.

Workload

- Indicators:**
- 1) Total number of certified/authorized/accredited personnel
 - 2) Total number of personnel completing training courses within the system during the reporting year
 - 3) Total number of training programs

Performance

Evaluation: Periodic assessments of Regional EMS Agency's performance by the State EMS Authority.

COMMUNICATIONS

Objective: To develop and maintain an effective communications system that meets the needs of the EMS system.

Definition: The communications responsibilities of the regional EMS agency, at a minimum, include: on-going assessment of communications status and needs, assure appropriate maintenance of communications system integrity, approval of ambulance dispatch centers (as needed), provision of acceptable procedures and communications for the purpose of dispatch and on-line medical control.

Workload

- Indicators:**
- 1) Total number of PSAP
 - 2) Total number of calls
 - 3) Total requests for EMS response
 - 4) Total number of ambulance dispatched

Performance

Evaluation: Periodic assessments of Regional EMS Agency's performance by the State EMS Authority.

TRANSPORTATION

Objective: To develop and maintain an effective EMS response and ambulance transportation system that meets the needs of the population served.

Definition: The response and transportation responsibilities of the regional EMS agency, at a minimum, include: designation of EMS responders including first responders,

ambulance providers, EMS helicopter providers, and rescue providers, enforce local ordinances, establish policies and procedures to the system for the transportation of patients to trauma centers and/or specialty care hospitals as needed, implement and maintain contracts with providers, provide direction and coordination for EMS resources during time of hospital overcrowding or closures, creation of exclusive operating areas as needed, inspection of ambulance, and development of performance standards as needed.

Workload

- Indicators:**
- 1) Total ambulance response vehicles
 - 2) Total first responder agencies
 - 3) Total patients transported
 - 4) Total patients treated and released
 - 5) Total dry runs

Performance

Evaluation: Periodic assessments of Regional EMS Agency's performance by the State EMS Authority.

ASSESSMENT OF HOSPITALS & CRITICAL CARE CENTERS

Objective: Establish and/or identify appropriate facilities to provide for the standards and care required by a dynamic EMS patient care delivery system.

Definition: The facilities and critical care responsibilities of the regional EMS agency, at a minimum, include: designation of base hospital(s) for on-line medical control and direction, identification of ambulance receiving centers including hospitals and alternative receiving facilities, identify and designate as needed trauma centers and other specialty care facilities, periodic assessment of trauma system and plan as needed, coordination of trauma patients to appropriate trauma center(s) or approved receiving hospitals, periodic assessment of hospital emergency departments and pediatric critical care centers, and complete hospital closure impact reports.

Workload

- Indicators:**
- 1) Total base hospital contacts
 - 2) Total trauma cases
 - 3) Total pediatric cases
 - 4) Total patients received

Performance

Evaluation: Periodic assessments of Regional EMS Agency's performance by the State EMS Authority.

DATA COLLECTION AND EVALUATION

Objective: To provide for appropriate system evaluation through the use of quality data collection and other methods to improve system performance and evaluation.

Definition: The data collection and system evaluation responsibilities of the regional EMS agency, at a minimum, include: review of reportable incidents, review of prehospital care reports including AED reports, processing and investigation of quality assurance/improvement incident reports, identification of acceptable standards of patient care and quality indicators, assist in research of data, develop procedures to evaluate system and personnel performance.

Workload

Indicators: 1) Total patient care reports generated

Performance

Evaluation: Periodic assessments of Regional EMS Agency's performance by the State EMS Authority.

PUBLIC INFORMATION AND EDUCATION

Objective: To ensure that the population within the jurisdiction of the regional EMS agency has access to information and public education courses as it relates to emergency medical services.

Definition: The public information and education responsibilities of the regional EMS agency, at a minimum, include: information and/or access to CPR and first aid courses taught within the EMS system, involvement in public service announcements involving prevention or EMS related issues, availability of information to assist the population in catastrophic events, participation in public speaking events, and represent EMS agency during news events and incidents.

Workload

Indicators: 1) Total public information and education courses in region

Performance

Evaluation: Periodic assessments of Regional EMS Agency's performance by the State EMS Authority.

DISASTER RESPONSE

Objective: To ensure the preparedness and response of the regions EMS system in the event of a disaster or catastrophic event within the region or in a neighboring jurisdiction.

Definition: The disaster medical response system responsibilities of the EMS region, at a minimum, include: participation in disaster planning and drills as needed, identification of disaster preparedness needs, coordination with the operational area disaster medical/health coordinator, coordination with the regional disaster medical/health coordinator system, development of policies and procedures for EMS personnel in response to a multi-casualty or disaster incident, facilitate mutual aid agreements, ensure the training of incident command and Standardized Emergency Management System (SEMS) to all EMS personnel.

Workload

Indicators:

- 1) Total number of Disaster/MCI Responses (response with 5 or more victims)
- 2) Total disaster drills

Performance

Evaluation: Periodic assessments of Regional EMS Agency's performance by the State EMS Authority.

ATTACHMENT B

STATE GENERAL FUND

BUDGET CATEGORIES

BUDGET CATEGORIES	STATE GENERAL FUND	LOCAL FUNDS	TOTAL
Personnel			
Fringe Benefits			
Accounting			
Budgeting			
Communications			
Equipment			
Legal Expense			
Maintenance & Repairs			
Materials & Supplies			
Memberships, Subscriptions			
Motor Pools			
Printing & Reproduction			
Professional Services (Consultants)			
Space			
Training			
Travel			
In-State			
Out-of-State			
Total Direct Costs			
Administrative/Indirect 10% of Total Direct Costs			
TOTAL COSTS			
TOTALS			

PROGRAM FUNDING

PROGRAM FUNDING	STATE GENERAL FUNDS	LOCAL FUNDS	TOTAL
State General Fund	200,000		200,000
Member County A		50,000	50,000
Member County B		50,000	50,000
Member County C		50,000	50,000
Other local funds		50,000	50,000
TOTALS	200,000	200,000	400,000

ATTACHMENT D

Budget Detail/Narrative

The budget detail/narrative have been combined to eliminated duplication efforts.

The budget detail/narrative needs to be in the order listed below.

Explain how each budget item will be used to fulfill the contract objectives or the eight system components in the EMS Plan.

Personnel:

Discuss the roles and responsibilities of each position funded under the contract. Identify the name of the person, their classification, and monthly, weekly, or hourly rates. Listed below are possible samples of personnel costs:

Name	Program Coordinator, 1.0 FTE	40 hours @ \$25.42 = \$52,873.60
Name	Office Assistant (1,040 hours)	\$7.33 hour @ 1,040 hours = \$7,623.20

Example:	Retirement	11.65%
	Health	7.65%
	workers Comp.	2.74%
	OASDI	6.20%
	Dental	1.02%
	Life Insurance	2.74%
		32.00%

Fringe Benefits:

Itemize individual components that make up the benefits category (e.g., retirement, health plan, workers Comp., OASDI, dental). The total fringe benefits may not exceed 32% of salaries.

Accounting:

The cost of establishing and maintaining accounting systems, preparing payroll and maintaining necessary related wage records. **Explain how the accounting costs were calculated.**

Administrative/Indirect Cost:

Each regional agency receiving State General Fund assistance will be allowed to claim a maximum of 10% Administrative/Indirect Cost. Administrative/Indirect Cost will be 10% of the Total Direct Costs. Each regional agency claiming 10% administrative/Indirect Costs will be required to **list all items included in the 10% Administrative/Indirect Cost line item.**

Advertising:

The costs for recruitment of personnel required for the contract, solicitation of bids for the procurement of services and for any other purpose specifically provided for in the grant. **Explain how the advertising costs were calculated.**

Budget:

The costs for the development, preparation, presentation, and execution of the contract budget. **Explain how the budget costs were calculated.**

Communications:

The costs for telephone calls, mail, messenger service, and similar expenses. **Itemize and explain how the communication costs were calculated.**

Equipment:

Itemize the equipment to be purchased under the contract, including a discussion of how the equipment will be used to fulfill the contract objectives or eight system components in the EMS Plan. Equipment is defined as an item costing \$5,000 or more.

Legal Expense:

The costs **required** in the administration of the contract. Identify the rate per hour and number of hours needed for the contract.

Maintenance and Repairs:

Itemize the maintenance and repairs to be used under this contract and explain how these costs were calculated.

Materials and Supplies:

Itemize all materials and supplies to be purchased under this contract. All purchases should be charged after deducting all cash discounts, trade discounts, rebates, and allowances received. Explain how these items were calculated.

Memberships, Subscriptions, and Professional activities:

The costs of meetings and conferences when directly related to the administration of the regional agency. The costs of books and subscriptions to business, professional and technical periodicals when they are directly related to the administration of the regional agency. Itemize the memberships, subscriptions, and professional activities to be purchased under this contract.

Motor Pools:

Itemized the costs of the provision of a **county** automobile for use directly for the project, include the date, time of departure and return, number of miles at .31/mi, vehicle maintenance inspection, and repair service.

Printing & Reproduction:

Itemize the costs of printing and reproduction services when directly related to the contract. Explain how the costs were calculated.

Professional Services (Consultants):

Identify the monthly, weekly, or hourly rate of all consultants to be incurred under the contract and explain the role of each consultant to be funded under the contract. Identify all expenses incurred by the consultant (i.e., travel, lodging, per diem).

Space (Rental):

Explain how the costs of space in privately or publicly owned buildings used specifically for the benefit of the contract were calculated. Rental reimbursement items shall specify unit rate, such as the rate per square foot.

Training:

Identify the cost of in-service training that is to be provided for employee development that directly benefits the contract.

Travel:

Itemize what travel will take place under the contract, including number of people, destinations, and purposes of travel in terms of fulfilling the contract objectives or the eight system components in the EMS Plan.

**STATE GENERAL FUND
Personnel Detail**

Personnel Classification	Staff Person	State Funded		Locally Funded		Total % of Time Local & State
		% of Time	Pay Rate	% of Time	Pay Rate	
Executive Director						
Pre-hospital Coordinator						
QA/Education Coordinator						
Secretary						
etc.						

ATTACHMENT G

**Regional EMS Agency
Address
City, State, Zip**

**Progress Report
July 1, XXXX - September 30, XXXX**

Contract #EMS-XXXX

October 15, XXXX

Quarterly goals and accomplishments

The EMS System is comprised of eight system components. This quarterly report outlines the goals and accomplishments of the regional EMS agency. List the work accomplished and any issues encountered during this quarter for each of the following eight components:

- 1. Manpower and training**
- 2. Communications**
- 3. Transportation**
- 4. Assessment of hospitals and critical care centers**
- 5. System organization and management**
- 6. Data collection and evaluation**
- 7. Public information and education**
- 8. Disaster response**